

EMPLOYMENT CLASSES & WORKSHOPS

The Ft. Riley ERP-*Employment Readiness Program* offers several classes and workshops on either a weekly or bi-weekly basis

We want to be your first stop when starting your search for your next new employer, and provide you with valuable information that will help you become more competitive in a challenging job market.

As you view each class “invitation” please pay attention to whether reservations have to be made prior to attending. We/ERP hope to see you soon!

Ft. Riley ERP can be reached at: (785) 239-9435



WEEKLY INVITATION TO ATTEND JOB SEEKER'S WORKSHOP:

"ARMY FEDERAL JOB APPLICATIONS"

EVERY THURSDAY 1-3PM
7285 NORMANDY DRIVE



- ❖ OVERVIEW: READING ARMY JOB ANNOUNCEMENTS
- ❖ ASSISTANCE WITH RESEARCHING POSITIONS FOR SPECIFIC JOB QUALIFICATIONS
- ❖ STEP-BY-STEP TO COMPLETING ARMY "RESUMIX"
- ❖ AN INTRO TO "USA STAFFING" FOR NAF POSITIONS
- ❖ ONE-ON-ONE APPOINTMENTS CAN BE SET UP TO REVIEW YOUR FINAL APPLICATION.

SEATING IS LIMITED CALL 785-239-9435
TO RESERVE A SEAT

FACILITATED BY ERP-THE EMPLOYMENT READINESS PROGRAM



WEEKLY



INVITATION TO ATTEND:

ERP'S

“WORKSHOP BY REQUEST”

EVERY OTHER WEDNESDAY 2-4 PM
STARTING MARCH 14, 2012



- ❖ WORKSHOP SUBJECTS ARE BASED UPON EXPRESSED CLIENT INTEREST AND SELECTIONS MADE AT ERP'S “WEEKLY ORIENTATION” HELD ON WEDNESDAYS, BEGINNING THE 7TH OF MARCH, 2012
- ❖ TOPICS INCLUDE: **Resume Writing; Effective Job Searches; The “Hidden Job Market”; Dressing for Success; Interviewing “101”; Effective Cover Letters; Networking; Self Assessments; Completing Employer Applications; and others.**
- ❖ PRE REGISTRATION REQUIRED: CALL 785-239-9435, AND
ASK TO SPEAK WITH SOMEONE IN “ERP”.

HELD AT ACS-“ON THE HILL” AT 7264 NORMANDY DR
FACILITATED BY ERP-THE EMPLOYMENT READINESS PROGRAM



WEEKLY



INVITATION TO ATTEND:

ERP'S

“EMPLOYMENT ORIENTATION”

EVERY WEDNESDAY 1-1:45 PM
STARTING THE MARCH 7, 2012



- ❖ OVERVIEW: LOCAL AND NATIONAL EMPLOYMENT
- ❖ DESCRIPTION: JOB MARKET ON FT. RILEY & IN THE CFHR-CENTRAL FLINT HILLS REGION
- ❖ EXPLANATION OF SERVICES PROVIDED BY ERP-THE EMPLOYMENT READINESS PROGRAM, AND OTHER EMPLOYMENT ASSISTANCE PROVIDERS.
- ❖ ATTENDEES WILL MAKE SELECTION REQUESTS FOR CLASSES THAT WILL BE HELD EVERY OTHER WEEK AT THE ERP: “WORKSHOP BY REQUEST” STARTING 14 MARCH
- ❖ ABSOLUTELY NO PRE REGISTRATION REQUIRED

WALK-INS ARE WELCOME!!!

HELD AT ACS-“ON THE HILL” IN 7264 NORMAND DR

FACILITATED BY ERP-THE EMPLOYMENT READINESS PROGRAM